

**621—4.6(20) Amendment of unit.**

**4.6(1) *Petition.*** A petition for amendment of an agency-determined bargaining unit may be filed by the public employer or the certified employee organization. The petition shall contain:

- a.* The names, addresses, telephone numbers and e-mail addresses of the public employer, the employee organization, and their respective representatives.
- b.* An identification and description of the proposed amended unit.
- c.* The names and addresses of any other employee organizations which claim to represent any employees affected by the proposed amendment or a statement that the petitioner has no knowledge of any other such organization.
- d.* Job classifications of the employees as to whom the issue is raised, the number of employees, if any, in each classification, and whether each job classification qualifies as a public safety employee.
- e.* A statement identifying the current status of the unit as either a public safety or a non-public safety unit and the change, if any, to the status of the unit which would result from the requested amendment.
- f.* A specific statement of the petitioner's reasons for seeking amendment of the unit and any other relevant facts.

**4.6(2) *Procedure—decision.*** Insofar as applicable, rule 621—4.2(20) shall apply.

**4.6(3) *Elections; when required.*** When a question of representation exists, the agency will conduct an amendment of unit election pursuant to rule 621—5.9(20). A question of representation exists when the job classification(s) sought to be amended into a bargaining unit was in existence at the time the employee organization was certified to represent the bargaining unit and the job classification(s) separately constitutes an appropriate bargaining unit.

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